

# Outdoor Event Use Guide

Fundraisers · Exhibitions · Race/Walk · Tournaments  
Bike Rides · Large Events and more!

Submit Application:

City of Woodbury  
Parks and Recreation  
8301 Valley Creek Road  
Woodbury, MN 55125

(651) 714-3583  
[reconline@woodburymn.gov](mailto:reconline@woodburymn.gov)



**Mail/Drop-off:**

City of Woodbury  
Parks and Recreation  
8301 Valley Creek Road  
Woodbury, MN 55125

**Email:** [reconline@woodburymn.gov](mailto:reconline@woodburymn.gov)

**Phone:** (651)714-3583

## Summary

A Rental Event Application is required for all groups renting an outdoor facility for an event. An event will be defined as a use outside of a normal rental. Requests will be accepted on a first come, first served basis and are subject to the approval by the Parks and Recreation staff.

Requests will be processed and reviewed by Parks and Recreation staff. Before applying it is *may include but not limited to: company/neighborhood celebration, fundraising event, festival, entertainment, productions, exhibitions, sports competition and race/walk/rides.*

Submittal of an application does not grant you confirmation to conduct your planned event. Confirmation of event is complete once the application is reviewed and a Facility Sales Receipt is executed, indicating payment, proper insurance and other documents have been received.

A complete list of the City of Woodbury facilities, amenities, including directions, hours and fees, can be found on the website [Facilities and Reservations](#).

## Application Procedures:

1. Choose the date and facility you would like to rent for your event. *It is suggested, prior to application submission, that the applicant contacts the Parks and Recreation staff to discuss the event.*
2. Once you have confirmation from the Parks and Recreation staff that your event and date is a good match for the facility, submit a completed Rental Event Application.
3. Upon receipt, staff will review the application and submit the results of the review to the applicant within ten (10) business days.
  - a. The response will include estimated fees for the event as well as any additional requirements, including potential damage deposit, security and vendor fees.
4. No reservations are confirmed until a Facility Sales Receipt (permit) has been issued.

## Permits and Fees

Applicants shall be charged for all City services deemed necessary upon review of application, including rental, vendor, permitting fees, damage deposit and attendant (where applicable). Failure to submit fees and requested documentation in a timely manner may result in forfeiture of the deposit or a portion thereof.

All fees are due at the time the Facility Sales Receipt (permit) is issued and shall be made payable to the "City of Woodbury." Forms of payment accepted: Cash, check, money order, American Express, Discover, MasterCard or Visa. Fees: *All fees will include the State of Minnesota Sales tax of 7.125 percent*

A complete list of fees can be found within the City's [Fee Schedule](#).

## Use of Facilities

City of Woodbury facilities will only be permitted for use if staff determines that the facility and resources available can accommodate the request. Failure to abide by the public park rules and ordinances, or providing false information within the application or contract, may result in forfeiture of the deposit. Groups with permits have the right to enjoy the permitted site or facility for the time indicated on the permit although the park area remains open to the public. If no permit for a site is presented, the facilities are available on a first come, first served basis. A permit **does not** provide for exclusive use of public restrooms and parking lots.

If you experience problems during your reservation, contact the **On Call Supervisor at (651) 414-3488**. In the event of an emergency or injury, contact Public Safety authorities by calling 911.

## Will you be having Vendors?

If your event will be hosting outside vendors, selling merchandise or services on-site, you will be required to:

- Submit a [Vendor Application](#) and all required documents to the City of Woodbury, ten (10) business days prior to the event. (Vendor Permit Application is attached.)

## Parade?

If your event includes a parade, a separate permit must be obtained, in addition to the Special Event Permit. The Parade Permit application is due sixty (60) days prior to the parade date. (Parade Permit form is attached.)

## Sponsorship

The City sponsors the Woodbury Days Council's "Woodbury Days," Chamber of Commerce "Expo" and the Lion's Club "Community Garage Sale." If services are deemed as "public education" by City Department Heads, presence of staff may be available free of charge. All other events are paid rental events.

## Rental Items of Note:

**Cancellations/Refund Policy:** A fifteen percent (15%) cancellation fee is applicable with a forty-five (45) day notice (damage deposit returned). No refund will be given with less than a forty-five (45) day notice (damage deposit returned). Event may be rescheduled at no cost, with a forty-five (45) day notice, although rescheduling is dependent upon availability and must be within the current calendar year.

**City Equipment:** The City does not loan or lease any equipment.

**City Staff:** Staff resources are limited to permit processing, site and/or facility reservation and normal facility/property maintenance.

**Event Attendant:** Events where more than 200 people are expected, an Event Attendant Fee, that covers the pre-check of your spaces ahead of time, periodic check in and a check after the event, will be assessed. Permit Holder will be charged an hourly fee times number of hours of the event.

**Insurance:** Proof of liability insurance equal to the statutory maximum liability of a government unit within the State of Minnesota, as set forth by state law, naming the City of Woodbury as an additionally insured. The current statutory limit is \$1,500,000 for each occurrence and \$2,000,000 general aggregate. The Permit Holder agrees to indemnify and defend the City from any claims brought or actions filed against the city for discrimination, injury or death to any third person or persons, or damage to property of third person, arising out of the negligent acts of the agents, employees, and representatives of either party, as they relate to the shared use of the facilities that are permitted. *Tenant Insurance may be purchased if needed. Please inquire if interested.*

**On-call Supervisor:** If you experience problems during your reservation, contact the **On Call Supervisor at (651) 414-3488**. In the event of an emergency or injury, contact Public Safety authorities by calling 911.

**Organizers and Permit Availability:** The Permit Holder along with issued permit is required to be on-site during the entire event, including set-up and clean-up of the event.

**Other City/County facilities:** If your event extends into another city or county, the use of their respective streets, trails or facilities is not permitted with this application. All permit applications are to be made directly to those government entities.

**Preparation and Site Viewing:** The City reserves the right to request a pre-event site inspection and post-event site inspection (with the Permit Holder present), if needed.

**Public Safety Assistance:** If your event may need assistance from the Public Safety Department, please indicate that on your application. City staff will review the event application to determine if there is a need for Public Safety involvement. If applicable, fees will be assessed based upon the City's fee schedule.

**Signs, Banners and Materials:** Any and all signs must be approved by the City of Woodbury and meet standards indicated within City ordinance. Natural trails, paved paths, sidewalks and streets, parking lots, buildings and existing signs are not to be marked in any way with chalk, paint, etc. Visit [www.routearrows.com](http://www.routearrows.com) for an alternative way to mark trails with the City's approval.

**Tax Exempt:** Tax exempt organizations must provide an ST3 form at the time of application. Failure to provide this documentation will result in state taxes being charged.

**Tents, Booths and Canopies:** All tents and booths must be shown on the site map. These can be placed only in areas pre-designated by staff because of the location of underground utilities and irrigation. Gopher State One must be contacted according to state law. (Contact Gopher State One Call system locates at (651) 454-0002.)

**Termination of Event:** At any time during the event, the Public Safety Director or their representative, may order termination of the special event if it is in violation of any law or ordinance, if it endangers any person, participant or spectator, if it threatens the peace and dignity of the community, or if it creates unmanageable problems for public safety officers whereby the proper execution of their duties are endangered.

**Times of the Event:** Events are restricted to the public hours of the City park property, unless otherwise approved. Please include set-up and clean-up time in your request. The City reserves the right to determine the time for an event, based on the purpose of the event and the safety/comfort of the surrounding neighborhood.

**Trash and Clean-up:** The Permit Holder is responsible for renting, placing and removing all additional needed dumpster or trash receptacles. The Permit Holder shall be responsible for clean-up of the site. The Permit Holder will forfeit their damage deposit, or a portion thereof, for any additional special maintenance services required after the event.

**Portable Toilets:** The Permit Holder is responsible for renting, placing and removing portable toilets, based on the guide below. All events with portable toilets are required to have a minimum of one (1) that is handicap accessible. The locations for placement of these units shall be approved by City staff.

**Portable Toilet Guide per duration of the event**

Est. # of people	1 hour		2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	8 hours
50-100	1		1	1	1	2	2	2	2
100-250	2		2	2	2	2	3	3	3
250-500	2		3	3	4	4	4	4	4
500-750	4		4	5	5	6	6	8	8
750-1,000	4		4	6	6	6	8	8	8
2,000	5		7	8	8	12	13	13	14
3,000	7		8	10	12	16	16	18	18

**Promotion of Events:** The City of Woodbury will determine, at its discretion, how it will promote events as part of its overall communications strategy. Promotion may include, but is not limited to, featuring the event on the City's website, highlighting the event in the Parks and Recreation brochure, promoting the event via the City's social media accounts and use of the City's InTouch email communication system. It will be the responsibility of the Permit Holder to contact the City of Woodbury if promotion is desired. All promotional materials must be approved by the City's communications staff prior to promotion.

**Temporary Licenses for Sale of Alcoholic Beverages:** A club or charitable, religious or other non-profit organization, in existence for at least three (3) years, may be issued a temporary license for the on-sale of intoxicating liquor in connection with a social event within the city/county sponsored by the Permit Holder. The license may not be for more than four (4) consecutive days. Please contact the City of Woodbury, City Clerk's office, at (651) 714-3524, for more information about fees and processes at least sixty (60) days in advance of the event date.



# Recycling

The Permit Holder is responsible to provide for the collection and proper disposal of recyclable materials separate from non-recyclable materials. Recyclable material collection containers should be equal in number and capacity to collection containers for non-recyclable materials and should be paired with each other, where possible. Recyclable materials may include, but are not limited to, metal, glass or plastic food and beverage containers, corrugated cardboard and boxboard and [organics recycling](#). For a list of licensed trash and recycling haulers in Woodbury, refer to the City's website.

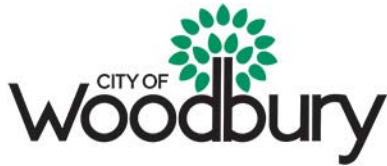
Yes	No
	

A recycling container loan program is available through Washington County. Permit Holder may inquire at [www.co.washington.mn.us](http://www.co.washington.mn.us). Use the provided waste and recycling stations appropriately, ensuring that your waste and recycling are disposed of in their correct streams.

When bringing in single-use disposable service ware (cups, plates, cutlery, etc.), only bring materials that are either certified compostable ([BPI](#) or [Cedar Grove](#) logo) or recyclable. When utilizing paper plates, cups and bowls, ensure that they are certified compostable. All disposable cutleries should be certified compostable. When using plastic cups ensure that they are #1, 2, 4 or 5 plastic. **Styrofoam is not an acceptable material.**

*If you fail to comply with these regulations, the City withholds the right to retain your deposit*

Yes	No
	



## Event Application/Agreement

- Applications are accepted for current calendar year only.
- Submitting an application does not guarantee use of the space requested.
- Please submit applications to [reconline@woodburymn.gov](mailto:reconline@woodburymn.gov) or drop-off at Woodbury City Hall.

### Event Contact Information

Name \_\_\_\_\_ Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date Requested \_\_\_\_\_ Secondary Date \_\_\_\_\_

Park Location \_\_\_\_\_  Shelter  Trails  Fields

Estimated number of participants \_\_\_\_\_ Number of spectators \_\_\_\_\_

Woodbury Resident  Yes  No      Proof of Residency  Yes  No

ST-3 Form Attached  Yes  No      Certificate of Insurance  Yes  No

*Woodbury resident fees apply only to Woodbury residents and businesses located within the City of Woodbury.*

### Event Details

Purpose of event \_\_\_\_\_

Description of event \_\_\_\_\_

\_\_\_\_\_

Set-up time \_\_\_\_\_ Takedown completed \_\_\_\_\_

### Additional Information

Will you be posting signage?  Yes  No (Please indicate what and where on site plan.)

Will public safety or parks assistance be needed?  Yes  No

If "yes", please describe assistance needed: \_\_\_\_\_

\_\_\_\_\_

Will vendors be on-site?     Yes     No

If yes, additional fees and documentation may be necessary. Please fill out a vendor application for each vendor.

Name \_\_\_\_\_

Type of vendor \_\_\_\_\_

Name \_\_\_\_\_

Type of vendor \_\_\_\_\_

## Site Plan

*Please include a site plan that details location of tents, stages, booths, first aid, relief stations, dumpsters, portable toilets, sound amplification equipment, signs, banners, etc. If event includes a walk, run, a complete map of the starting and finishing areas, streets/trails traveled, must be included, in detail.*

## Permit Holder's Responsibility

The Permit Holder assumes responsibility for all activities conducted, including, but not limited to:

- All fees, ST-3 forms and insurance are due at the time of permit
- Ensuring that all City of Woodbury ordinances are followed as well as rules/regulations as described in the special event guide
- That the information provided within the application is accurate
- That the event does not allow vendors to the event that do not have a permit from the City of Woodbury
- Supervision and control to prevent injury or damage
- Maintenance of the premises during the scheduled use and clearing of refuse and debris and disposing in appropriate trash receptacles provided
- Security to maintain order during and after the event

Persons using the outdoor park areas at any City of Woodbury park or facility, will be held responsible for observing the City of Woodbury ordinances as well as the Permit Holder's responsibilities within this document. Please share relevant park information with your guests prior to scheduled event. Failure to comply with the ordinances or responsibilities identified within this document can/will result in a forfeiture of damage deposit.



**Release of Liability and Waiver Agreement:**

The City of Woodbury, its employees, agents and volunteers, shall not be liable for any claim, demand, injury, damage, action, or causes of action whatsoever to myself, or my guests, due to the passive or active negligence of the City of Woodbury, or its agents, employees, or volunteers, arising out of or, connected with: (i) participation in the program; (ii) the use or operation of equipment in this program; or (iii) the actions of any other participant in the program. I expressly release and discharge the City of Woodbury, its agents, employees, or volunteers, from all such claims, demands, injuries, damages, actions or causes of action whatsoever. I understand that my agreement to the foregoing terms is required before my use of the facility is allowed. I have read this agreement carefully, and know and understand its contents, and agree to its terms.  Yes  Initial

**Cancellation Policy**

I have read and understand the cancellation policy.  
 Yes  No

**Rules and Regulations**

I have read and understand the responsibilities of the Permit Holder and agree to abide by all rules and regulations of the use of the facilities.  
 Yes  No

**City Ordinance**

I have reviewed and understand all City of Woodbury ordinances as it relates to my proposed event.  
 Yes  No

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

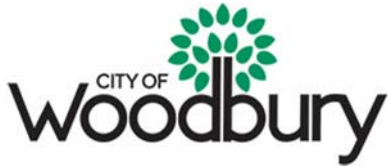
**Submit completed application, site plan and documents to:**

**City of Woodbury  
Parks and Recreation  
8301 Valley Creek Road  
Woodbury, MN 55125  
(651) 714-3583**

[reconline@woodburymn.gov](mailto:reconline@woodburymn.gov)



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## Supplemental Application for City Sponsorship

If you are seeking sponsorship from the City of Woodbury for your event, please fill out all application materials as well as this supplemental application. Upon receipt of all application materials, the City designee will review the Event Application and supplemental materials for organizations wishing to seek City sponsorship of a non-annual event.

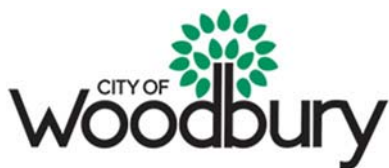
Is the event open to all Woodbury Residents?  Yes  No

Describe how your event advances the City's mission to be a leading community in which to live, work and thrive?

What specifically are you requesting of the City of Woodbury in terms of sponsorship?

What will be the outcome of the proceeds from this event?

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## Parade Permit

Please submit this form to:  
 City of Woodbury Public Safety Department  
 2100 Radio Drive Woodbury, MN 55125  
 Phone: (651) 714-3600 Fax: (651) 714-3708

Parade title \_\_\_\_\_

Organization name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Parade chairperson \_\_\_\_\_

Address \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_

Proposed date of parade \_\_\_\_\_ Assembly time \_\_\_\_\_

Assembly area location \_\_\_\_\_

**NOTE:** Applicant must obtain written owner(s) permission and attach it to this application if assembly/dispersal is on private property.

Exact parade start time \_\_\_\_\_ Estimated duration \_\_\_\_\_

Actual parade starting location \_\_\_\_\_

### Proposed Parade Route

Please attach drawing/map to this application.

Actual parade end location \_\_\_\_\_

Parade dispersal area \_\_\_\_\_

Approximate number of units in parade \_\_\_\_\_

**NOTE:** Maximum interval between units is 100 feet under normal conditions.



Note: The issuance of this permit in no way indicates City sponsorship of this parade. Liability for property damage or personal injury of any person in connection with this parade is the responsibility of the parade sponsors. Participants in this parade are not covered by City liability insurance.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

## City Use Only

Date received \_\_\_\_\_ Permit number \_\_\_\_\_

Traffic department

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\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Police Department

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\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Fire Department

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\_\_\_\_\_  
Authorizing Official

\_\_\_\_\_  
Date

Approved with the following terms and/or conditions:

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Denied for the following reasons:

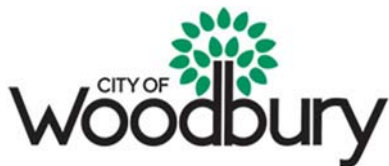
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\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

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## Vendor Application

Vendors participating in an event to sell food/merchandise or provide services to participants for a fee, as part of an event or tournament held upon City of Woodbury property, are required to have a Vendor Permit. Vendors participating in an event without a monetary transaction between the organization and the participant, are required to provide a Certificate of Insurance to the City of Woodbury. **Application, required documents and Vendor Fee is due a minimum of seven (7) business days prior to the event date. Vendors on-site without a permit will be asked to leave.**

Event Date \_\_\_\_\_ Application Date \_\_\_\_\_

### Vendor Information

Name of Vendor \_\_\_\_\_ Contact person \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

### Vendor Site

\_\_\_ **Ojibway Park** \_\_\_ **HealthEast Sports Center** \_\_\_ **Carver Lake Park** \_\_\_ **Colby Lake Park**

\_\_\_ **Edgewater Park** \_\_\_ **Powers Lake Park** \_\_\_ **Other (*identify location*):** \_\_\_\_\_

**Required Documents** (Due at least seven (7) business days prior to the event. \*Required by all.)

\_\_\_\_\_ \* Fee (\$75 per event) (payable to the City of Woodbury) \_\_\_\_\_ \* Certificate of Insurance

Vendors must provide/have one of the following documents in order to be on-site at an event:

- Washington County Special Event Permit  
[www.cowashington.mn.us/DocumentCenter/View/644](http://www.cowashington.mn.us/DocumentCenter/View/644)
- MN Department of Health (MDH) License  
(Must be licensed as mobile food unit or seasonal temporary food stand)
- Minnesota Department of Agriculture (MDA) as a retail mobile food handler

## Description of Sales/Service Provided (Please include products sold and hours on-site.)

- Food vendors must have in possession throughout the event a **Special Event License**, issued by Washington County Public Health, or a **Mobile Food Unit License** from the Minnesota Department of Health, or a **Retail Mobile Food Handler License** from the Minnesota Department of Agriculture.
  
- Vendor must provide a **Certificate of Insurance** in the amount of \$1,000,000 per person per occurrence as well as a \$2,000,000 aggregate. The City of Woodbury must be named as additionally insured. Vendor agrees to indemnify and hold harmless the City of Woodbury, its officers and employees for any and all claims arising out of the vendor's activities related to the services provided under this application.
  
- Alcoholic beverages are prohibited from being sold or consumed during events.
  
- There will be no refunds for vendors due to weather conditions.
  
- The vendor is responsible for supplying all items necessary for their operation such as tables, chairs, extension cords and generators.
  
- Vendor agrees to abide by all park rules and regulations, as well as expectations explained within the Special Event Guide or event taking place, such as recycling and compost expectations.
  
- The City of Woodbury reserves the right to determine where and when vendors will be allowed to set-up.

**Application, required documents and fee must be submitted to:**

City of Woodbury - Attn: Vendor Application  
 8301 Valley Creek Road  
 Woodbury, MN 55125



## Rules and Regulations

I have read and understand the responsibilities of the Permit Holder and agree to abide by all rules and regulations of the use of the facilities.

Yes  No

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date